

**ADMINISTRATIVE - INTERNAL USE ONLY**

ORD-345-80

20 March 1980

MEMORANDUM FOR: Chairman, Career Service Panel  
FROM : Chairman, ORD Management Advisory Group  
SUBJECT : Agenda Item for May CSP Meeting

1. It is requested that the following item be placed on the agenda for the May Career Service Panel (CSP) meeting.

2. The ORD MAG recommends the course, The Art of Dictation Workshop, be made available to all supervisory personnel in ORD. This course would benefit supervisory personnel in that it would familiarize them with the techniques of dictation and encourage them to utilize the stenographic skills of the secretaries in ORD. There has been much concern expressed by the secretaries that their stenographic skills, while lying dormant, are slowly deteriorating. There also seems to be some room for improvement in the various dictation styles. It is the consensus of the ORD MAG that this course would be of benefit to supervisors as well as the secretaries.

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Chairman, Management Advisory Group

Attachment:  
The Art of Dictation Workshop

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